

## INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	<b>2003-70</b>	<b>Opening Date:</b>	<b>May 6, 2003</b>	<b>Closing Date:</b>	<b>May 16, 2003</b>
<b>Position/Position Number:</b>	<b>Supervisory Medical Data Clerk GS-303-6 (#45050)</b>	<b>Organizational Location:</b>	<b>Patient Financial &amp; Support Service Health Services Administration Section Duty Station: Temple and Waco ICFs</b>		
<b>Salary Range:</b>	<b>GS-6: \$28,644 - \$37,237 per annum (INCLUDES 9.62% LOCALITY COMPARABILITY PAY)</b>	<b>Area of Consideration:</b>	<b>CURRENT PERMANENT EMPLOYEES OF CTVHCS</b>		
<b>Duties and Responsibilities:</b>					
<p><b>Tour of duty: 8:00 a.m. - 04:30 p.m., Monday-Friday.</b> Incumbent serves as the Medical Data Clerk Supervisor being responsible for 7 medical data clerks who provide daily coverage five days per week at the Temple and Waco sites. Off tour supervision until 12:00 p.m. This position may also encompass limited supervision during the off tours of Release of Information. Evaluates work performances, conducts training sessions, counsels employees and recommends performance awards and disciplinary actions. Consistently evaluates both the quality and quantity of work performed against established performance standards. Reviews leave usage; approves time and leave while ensuring adequate coverage of all functions the incumbent supervises. Ensures the proper implementation, accuracy, and completion of activity reports and other required documentation. Responsible for maintaining and controlling an adequate supply of material required for the performance of tasks assigned. Works independently but assists the Supervisory Clerk in the evaluation of the effectiveness of all assigned actions and initiates resolutions to all but unusual and unprecedented problems that arise with assigned section. Possesses a thorough knowledge of a variety of Department of Veterans Affairs regulations concerning the Freedom of Information Act, Privacy Act of 1974, Health Insurance Portability and Accountability Act (HIPAA) and current medical record practices. Knowledge of multiple computer systems and technology regarding imaging application, transcription applications, PC for application, CPRS, and numerous other VISTA applications. Knowledge of personnel procedures in interviews, selections, orientation process of new employees and working knowledge of medical terminology. <b><u>FIRST-TIME SUPERVISORS MUST SERVE A ONE YEAR PROBATIONARY PERIOD.</u></b></p>					
<b>Qualification Requirements:</b>					
<p>Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service. At the GS-6 level, must have one year of specialized experience equivalent to at least the next lower grade level of GS-5. Specialized experience is experience, which is directly related to the position to be filled, and which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. <b>AT THE GS-6 LEVEL, MUST HAVE ONE YEAR AT THE GS-5 LEVEL IN FEDERAL SERVICE IN ORDER TO MEET TIME-IN-GRADE REQUIREMENTS. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.</b></p>					
<b>Rating and Ranking:</b>					
<p>Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:          Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:          a. Extensive knowledge of multiple systems and current computer technology regarding imaging applications, CPRS, and numerous DHCP/VISTA applications.          b. Ability to adhere to confidentiality of medical information to maintain professional conduct/performance and comply with the Privacy Act and Freedom of Information Act (FOIA).          c. Knowledge of VA regulations and correspondence procedures including composition, grammar, spelling and punctuation.          d. Ability to work with professional and non-professional personnel at all levels using tact and discretion.          e. Ability to plan and organize work, using independent judgment, establishing priorities and perform other duties using own initiative.          f. Knowledge of medical terminology.          g. Ability to communicate both orally and in writing with a wide variety of people with differing educational backgrounds.</p>					
<b>How to apply:</b>					
<p>Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <a href="http://www.texvet.com/HRMS/forms.htm">http://www.texvet.com/HRMS/forms.htm</a> VA FORM 5-4078, 5-4676A AND 5-4667B MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. <b>DO NOT SUBMIT</b> letters of recommendation, performance appraisals, position descriptions, photographs, publications, examples of your work, etc. This additional information will not be forwarded to the facility. <b>Extraneous application materials submitted will be destroyed.</b> Refer all questions to Karen Young, Human Resources Specialist, extension 30-5513.</p>					
<b>NOTE:</b> This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.					
THIS IS A <b>NON-BARGAINING</b> UNIT POSITION.					
CTVHCS IS A SMOKE-FREE ENVIRONMENT.					
IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO OTHER INTEGRATED CARE FACILITIES (ICFS) WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.					
EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.					